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17 SEP 1981

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MEMORANDUM FOR: [REDACTED] DDO Representative (C)
Building Planning Committee

FROM: [REDACTED]
Chairman, Building Planning Committee

SUBJECT: Conference Room Utilization Study

1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.

2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/BPS, 4E50 Hqs. by 5 November. Questions may be directed to [REDACTED]

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3. The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.

4. If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed log sheet.

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Attachments:

1. Conference Rooms Listed
2. Log Sheet w/Explanation

Distribution:

Orig - Adse w/atts
1 - OL/BPS Subject, w/att
1 - OL/BPS Chrono, w/o att
1 - OL Reader w/att 1

OL/BPS [REDACTED] 6 (17 Sep 81)

OL 1 3884

Downgrade to CONFIDENTIAL

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ATTACHMENT 1

DDO CONFERENCE ROOMS

<u>Location</u>	<u>Component</u>
2D47 Hqs	PCS
2C40 Hqs	CI
1D35 Hqs	IMS
GG2709 Hqs	OED
3C28 Hqs	AF
910 Key	DCD
804 Key	DCD
814 Key	DCD
5D03 Hqs	EA
4B42 Hqs	EUR
4C32 Hqs	EUR
3D03 Hqs	IAD
3D3103 Hqs	LA
3C24 Hqs	LA
6D29 Hqs	NE
5B46 Hqs	SE
GG2709 Hqs	CMS
6D49 Hqs	O-DDO
6D57 Hqs	Visitors' Lounge

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